

Enrolment details, terms and conditions

London and Dublin Teenager Programme 2018

ENROLMENT

You can book in the following ways:

1. Online at www.francesking.com
2. By email to london@francesking.com or dublin@francesking.com
Download the Teenager Programme Enrolment Form from www.francesking.com/school-of-english-london/more-information/downloads
3. Visit one of our schools
London: 77 Gloucester Road, London SW7 4SS
tel: 020 7870 6533

Dublin: 26 Merrion Square, Dublin 2
tel: 01 486 6000
 - Take a test, pay a deposit and reserve a place on the next course
 - Please bring your passport/ID card with you to make a booking

PAYMENT

You must send payment with your enrolment. We can confirm your course or accommodation booking and send a letter of confirmation when you have paid:

- Deposit of £500/€500 is payable on enrolment

The balance is payable 45 days before arrival. If payment is made by credit card we will deduct the balance 45 days before the start of the course.

For bookings made less than 45 days before the course start date, payment in full is required.

You can pay by:

- Credit Card (Visa or MasterCard). Please request our card authorisation form or pay online at:
 - London: <https://secure.francesking.com/payment-london>
 - Dublin: <https://secure.francesking.com/payment-dublin>It is safe to give your credit card details on our secure server.

- International Bank Transfer to our bank:

London
Business Education Limited trading as Frances King School of English,
Bank sort code: 56 00 03
Account number: 17054524
IBAN BIC number (SWIFT): NWBKGB2L
IBAN number: GB62 NWBK 5600 0317 0545 24

Dublin
Frances King School of English (Ireland) Ltd Bank sort code: 90 14 90
Account number: 62783119
IBAN BIC Number (SWIFT): BOFIE2D
IBAN number: IE18 BOFI 9014 9062 7831 19

- Frances King is not responsible for any bank transfer charges. Payment must be received in full – please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
- You need to email/fax a copy of the bank transfer with your Enrolment Form.
- Please make certain that your name appears clearly on the bank transfer.

- Sterling cheque drawn on an British bank account (for London) or Euro cheque drawn on an Irish bank account (for Dublin)

MEDICAL AND TRAVEL INSURANCE

London: Insurance is included in the course fees. For details of the cover see: www.francesking.com/downloads/insurance.pdf

Dublin: Before arriving in Ireland students should take out their own medical and travel insurance. They can take out their own insurance or the International Student Policy offered by guard.me.

EU nationals should bring their European Health Insurance Card (EHIC) which allows them access to UK and Irish health care services.

PROGRAMME INFORMATION

What to bring

We will provide you with a list of things to bring when we confirm your programme.

Contact with family

Students are asked to telephone their families on arrival.

Pocket money and valuables

Students are recommended to bring £60-£80/€70-€90 per week to pay for incidental expenses such as drinks and souvenirs. We will charge a handling fee should any extra pocket money be sent during the programme. In London, tickets, passports, valuables and money must be handed to the Centre Manager for safety.

Laundry

Towels and bed linen are supplied and laundered weekly.

SCHOOL RULES

Students are accepted on the understanding that they follow these important rules and are prepared to obey them at all times:

ALWAYS...

- Carry your Frances King student card with you
- Be on time for classes, meals and activities everyday
- Take an active part in lessons and all activities
- Treat other students and staff members politely and kindly
- Be careful not to endanger others or yourself
- Keep your room tidy and be quiet after bedtime
- Try to speak English at all times

NEVER...

- Smoke, drink, use drugs, steal or shoplift
- Use bad language or fight with anyone
- Use your mobile phone or any handheld equipment during lessons or activities
- Break any UK or Irish law
- Behave in an anti-social way
- Eat chewing gum on campus

These rules must be obeyed at all times. Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. The student's family will be responsible for all extra costs arising.

TERMS AND CONDITIONS

a) Cancellation policy

If you want to cancel your booking you must give notice in writing. Cancellation fee:

- More than 45 days before arrival – deposit of £500/€500
- Less than 45 days – full fees
- Visa refusal received more than 45 days before course start date – £200/€200
- Visa refusal received less than 45 days before course start date – £500/€500

b) Valuables

Students are requested to avoid bringing valuables. We do not accept any liability for loss of money or valuables in our safekeeping or anywhere else.

c) Responsibilities

Students are accepted on the assumption that they are in good health. We do not accept responsibility for injury or loss of life, loss or damage to property, expenses due to delays in transport services or anything else out of our control. It is the student's responsibility to have a valid passport and, if required, a visa. Students are responsible for the full cost of any damage they may cause.

d) Changes to or cancellation of programme

Frances King reserves the right to change or cancel course programmes in case of low enrolments or unforeseen events outside our control.

e) Promotional materials/photography

Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Parents must advise us at the time of booking if they do not wish their children to appear in any promotional material.

f) Illness or injury

- In case of illness or injury Frances King will follow the advice of the attending medical consultant unless advised otherwise by a parent or guardian.
- Students may be charged for a medical consultation.
- Students from countries outside Europe are not entitled to free treatment. For London insurance included in the fee will cover costs but pre-existing conditions and the first £50 of any claim are not covered. For Dublin we strongly recommend all students take out travel and medical insurance before travelling.
- In case of emergency all students are taken to the nearest Accident and Emergency Hospital. In Dublin there is a charge of €100 for the initial visit to Accident and Emergency. Frances King can pay this fee and be reimbursed at a later date.
- Our appointed First Aiders will administer common medicines, but not prescription medicines, unless we are advised not to by parents.

g) Force majeure

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemic and the like. Refunds will not be made in such circumstances.

h) Day school

Students must be accompanied to and from the campus by an adult of 21 years or over, or 18 or over by arrangement, (unless 14 or over with parent/guardian permission). Students should be dropped off at 8.45 and collected at 17.45.

The school rules, except those relating to accommodation, apply to day students.